

25X1A

7 March 1955



Supply Operations Branch, Supply Division

The following is an analysis of estimated filing activity within the Unit for period 1 July through 31 December 1954:



a. Credit Voucher Files

- (1) Preparation of file folder for each voucher number assigned (each requisition)
- (2) Filing the following documents:

(a) Suspense and ditto master		9240
(b) Coding documents attached to requisitions (locals)		7560
(c) Purchase return copies of requisitions		4850
(d) Signed receipts (requ.)		9240
(e) Warehouse refusals		300
(f) Expedite notices		840
(g) Correspondence		120
(h) Back order releases		
Suspense	2712	
Coding documents	2712	
Signed actions	<u>2712</u>	8136
(i) Yellow shipping documents		1680
(j) Green shipping documents		1680
(k) Pink shipping documents		1680
(l) Partial shipments		
(Average of 2 per cargo, yellow, green, pink VED's)		3360
(m) Recipient's copy of receiving		3240

b. Debit Voucher Files

- (1) Preparation of file folders
- (2) Filing the following:

(a) Reproduction		603
(b) 		178
(c) 		169
(d) 		7332
(e) 		50
(f) 		10
(g) Miscellaneous		1314
(h) Adjustments		168

c. Request for files

2400

TOTAL DOCUMENTS PROCESSED AND FILED
(6 months period)

64,150

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~~SECRET~~